



## **Norwich Pride Job Description**

### **Assistant Volunteer Programme Co-ordinator**

#### **Overview of the role**

The Assistant Volunteer Programme Coordinator is responsible for supporting the Lead Coordinator with the task of overseeing Volunteer activities within our organisation. Duties may include recruiting and onboarding volunteers, placing volunteers in different roles based on their experience/skills, training and induction and maintaining accurate volunteer records all while maintaining strong engagement with the volunteer team to support their overall wellbeing and create a positive experience for all.

**Time Commitment:** The average time commitment is likely to be in the region of 3-4 hours a week with an increase in commitment the closer we get to the main Pride event in July. In addition, there may be a request for you to occasionally attend the Organising Team meeting (OT) who meet once a month for around 2 hours, usually on the Teams platform.

#### **Requirements**

- To be knowledgeable and enthusiastic about diversity and inclusivity.
- Personal experience and knowledge of volunteering.
- To be a good communicator, leader and team player.
- Sound organisational and logistical skills.
- Good judge of character and the ability to manage volunteers to get the best out of them.
- Working knowledge of the 'Volunteero' platform and app (or similar programme) would be an advantage (training is available)

#### **Some areas of Responsibility may include:**

- Work with the overall Volunteer Programme Lead to promote our general volunteering opportunities.
- Train in the use of the Volunteero platform and provide assistance in managing the database and keeping it up to date.
- Ensure we maintain the volunteer database across the year using the Volunteero platform and app.
- Support for development of the training/induction of the volunteer team over the year.
- Help create the Team Rotas of volunteers for the 'Big Day' and assist with deploying volunteers to one of a range of roles according to their skills and experiences but also taking account of the logistical needs of the day.

- Help with the set up and strike down (with a small team) of a safe and secure Volunteer HQ for the 'Big Day'.
- Keep in touch with volunteers with regular updates and be ready to answer questions

### **Line Management and Support Statement**

- You will report to the Volunteer Programme Coordinator and work alongside colleagues on the Delivery Team tier of Norwich Pride.
- The successful applicant will be supported with an induction process with a flexible probationary period which will end with a review of suitability and progress made.

**NB:** All those interested in volunteering and working with Norwich Pride must agree and advocate the Core Values of Norwich Pride, which can be found on our application form.

Norwich Pride is a Charitable Incorporated Organisation, and all our activity complies with our charitable objectives, best practice and Charity Commission guidance. This includes our own policies and protocols of the organisation.

We're passionate about creating an inclusive team that promotes and values diversity, which can help empower underrepresented voices. This passion runs through all of our work with equality of opportunity regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or Civil Partnerships.

#### **Please Note:**

We already have sound processes, policies and templates for many elements of the job and training and support will be provided by the Programme Lead as well as by the Support Team at Volunteero itself.

If you have any questions about this role and the application process, please contact us using the following email [vacancies@norwichpride.org.uk](mailto:vacancies@norwichpride.org.uk).

You can also visit our Vacancies page on website.

**For more information about Norwich Pride, click [here](#).**